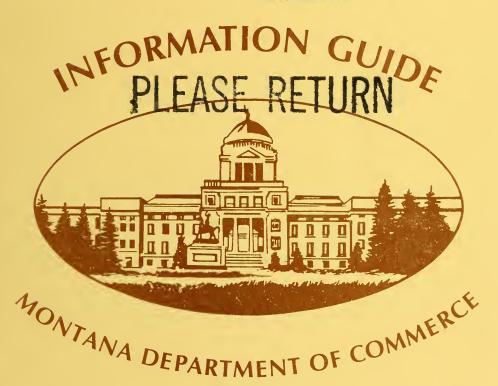
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DEPARTMENT OF COMMERCE



TED SCHWINDEN, GOVERNOR

14249TH AVENUE

STATE OF MONTANA

(406) 449-3494

HELENA, MONTANA 59620

October 19, 1981

Dear Friends:

This handbook has been compiled to acquaint you with the new Department of Commerce, its' purpose, responsibilities, structure and organization.

The Department of Commerce represents the consolidation of the former Departments of Community Affairs, Professional and Occupational Licensing and Business Regulation. In addition, certain business related, economic development and transportation functions have been transferred to the Department of Commerce.

I believe we have an opportunity to better serve Montana citizens with an efficient consolidation of appropriate state government activities. I welcome any occasion to discuss the Department's future with you.

Sincerely,

Gary Buchanan, Director Department of Commerce

GB/jkh

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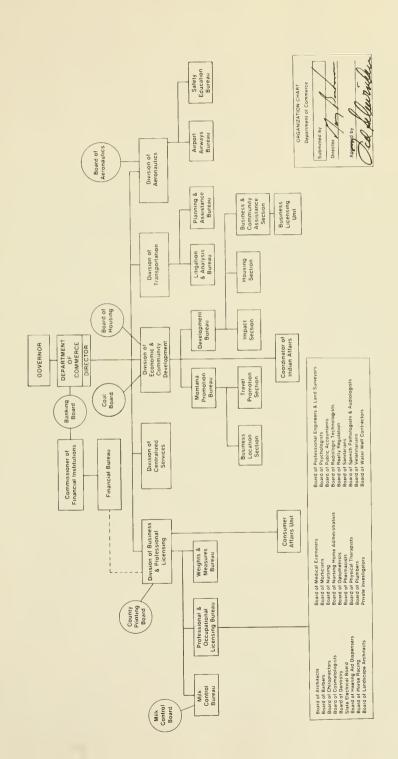
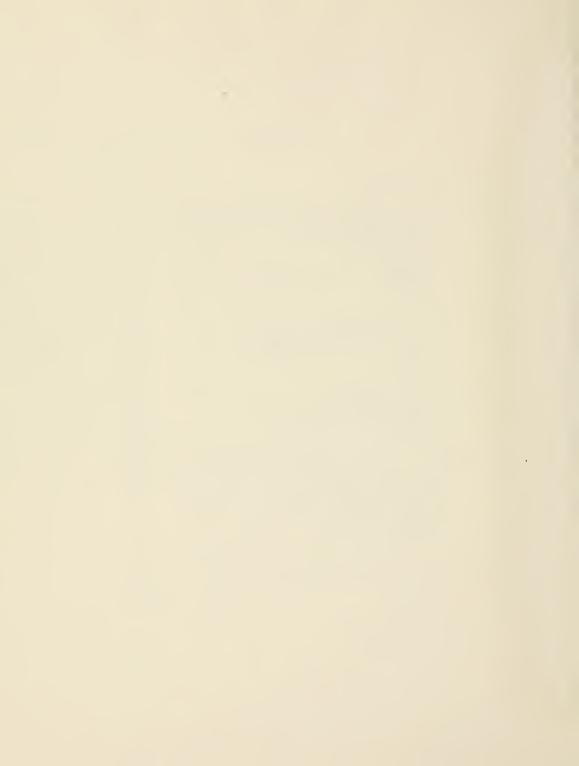




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Ι.

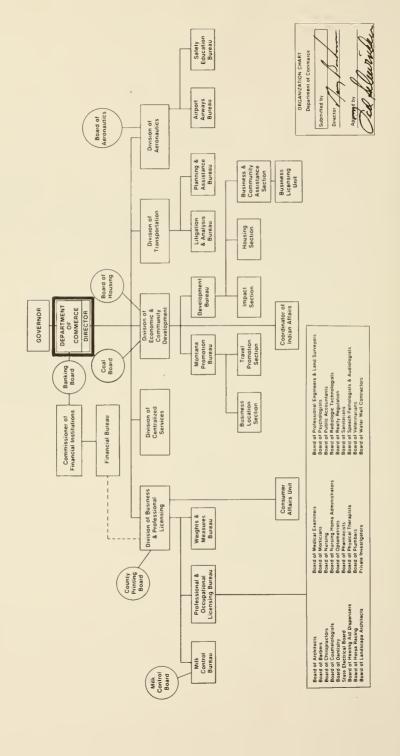
DIRECTOR'S OFFICE

The Director is responsible for the overall management of the Department including the Divisions of Business and Professional Licensing, Centralized Services, Economic and Community Development, Transportation and Aeronautics. By statute the Director also sits as chairman of the State Banking Board.

DIRECTOR'S OFFICE 449-3494

Gary Buchanan Director

Shirley Miller Special Assistant Janice Huffman Administrative Assistant



DIVISION OF ECONOMIC AND COMMUNITY DEVELOPMENT

The purpose of the Economic and Community Development Division is to assist businesses, communities and individuals in their efforts to improve existing economic conditions and to plan and develop new commercial enterprises within Montana. This is accomplished through a number of programs designed to assist Montana communities by providing technical and financial expertise, to promote Montana as a travel destination to out of state residents and to provide assistance and information to local, national or international businesses wishing to expand or develop commercial enterprises within the state.

The Division is also responsible for programs designed to provide affordable housing to lower and middle income families, impact assistance to counties and communities affected by natural resource development and coordination of issues related to Indian Affairs in the state.

Montana Promotion Bureau

The Montana Promotion Bureau is responsible for promoting Montana as a travel destination for vacationers as well as a desireable location for the production of major motion pictures and television commercials. The Bureau also promotes the State of Montana as a prime location for business development to out of state commercial enterprises.

Development Bureau

The Development Bureau provides assistance to communities in the areas of planning, financial management, impact assistance, grant assistance, legal interpretations, local development organization and housing programs. The Bureau also provides assistance to small businesses in licensing procedures, organization analysis, feasibility studies, management counseling, market research, loan packaging, financial counseling, site selection, design, development and new business formation.

Board of Housing

This program insures and promotes compliance with the requirements of the Housing Act of 1975 in which the Board of Housing was created to assist private enterprise and governmental agencies in providing financial assistance to help meet Montana's housing needs.

Coal Board

The purpose of this program is to assist local governmental units which have been required to expand the provision of public services as a consequence of the large-scale development of coal mines and associated energy producing complexes.

Coordinator of Indian Affairs

The Coordinator of Indian Affairs identifies problems confronting the Indians of Montana, advises the legislative and executive branches of the State of Montana of those problems and makes recommendations for their alleviation. The Coordinator also serves the Montana delegation in the U.S. Congress as an advisor and intermediary in the field of Indian Affairs and acts as a spokesman for representative Indian organizations and groups.

DIVISION OF ECONOMIC AND COMMUNITY DEVELOPMENT 449-3757

Wally Olson Administrator

Richard Weddle Staff Attorney Karen Elliott Office Manager

Kathy Jensen Secretary

Montana Promotion Bureau 449-2654

John Wilson Bureau Chief

Norma Tirrell
Publications & Publicity

Grace Kidd Receptionist

Joe Debar Mail Clerk

Mike Archibald Office Manager Gary Wunderwald Photographer

Pam Plavonic Receptionist

Linda Howard Tour Coordinator

Ev Darlinton Business Location Advisor

Lynne Albright Advertising & Public Relations

Development Bureau

Nancy Leifer 449-3757 Bureau Chief

Kent Mollohan 449-2804 Housing Section Supervisor

Roger Pedersen 449-2804 Project Director-Section 8 Existing

Jack Bautista 449-2804 Field Service Office Housing Section

Bill Schweyen 449-3757 Planner Carol Ferguson 449-3757 Program Mgr.-Impact Sect.

Denise Goroski 449-2804 Administrative Assistant Housing Section

Jorge Uribe 449-2804 Operations Officer Housing Section

Peggy Tresch 449-2804 Enrollment Officer Housing Section

Development Bureau cont.

John Maloney 449-3757 Business Licensing Coordinator

Gary Faulkner 449-3923 EDA Project Coordinator Mike Micone 449-3923 EDA Project Coordinator

Board of Housing 449-3040

Lyle Olson Administrative Officer

Herbert George Multifamily Program Officer

Judy Gillespie Accountant

Nita Routzhan Secretary Linda Forrey Single Family Program Ofcr.

Dave Kraft Comptroller

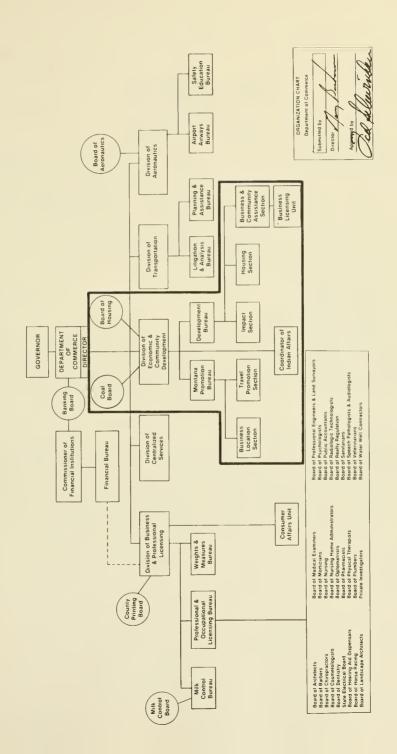
Meredith McGuire Mortgage Underwriter

Coal Board 449-2400

Murdo Campbell Administrative Officer Barb Froehlich-Sheline Administrative Secretary

Indian Affairs 449-3702

Merle Lucas Coordinator of Indian Affairs Terry Thompson Secretary



III.

TRANSPORTATION DIVISION

The Transportation Division is responsible for providing litigation and analytical assistance to transportation users and developing cost models to assess changes in transportation rates and systems. The division also provides technical, planning and financial assistance to local governments, transportation providers and users, and serves as the resource arm to the Governor's Transportation Advisory Council.

Litigation and Analysis Bureau

The Litigation and Analysis Bureau is responsible for rate analysis and litigation in the division and for providing technical expertise and assistance to shippers. Bureau personnel compile and file evidence as well as testifying on said evidence. The Bureau also performs analytical work such as developing cost formulas and models to analyze transportation cost components.

Planning and Assistance Bureau

This Bureau is responsible for the development of recommendations for the improvement of Montana's transportation system. The Bureau will administer various state and federal programs of technical and financial assistance designed to assist shippers, agriculture, the rail and trucking industries, intercity passenger carriers, urban public transportation and other transportation providers and users. The Bureau is also charged with administering the State Rail Plan and maintaining Montana's eligibility for general railroad assistance funding.

TRANSPORTATION DIVISION 449-3423

Bill Fogarty Administrator

Jan Lewis Administrative Assistant Karen Jones Secretary

<u>Litigation and Analysis Bureau</u> 449-3423

Terry Whiteside Chief

Ray Brault Transportation Attorney Vern Littell Rate Analyst

Pat Flaherty Transportation Cost Spec.

Planning and Assistance Bureau 449-3423

Byron Roberts Chief

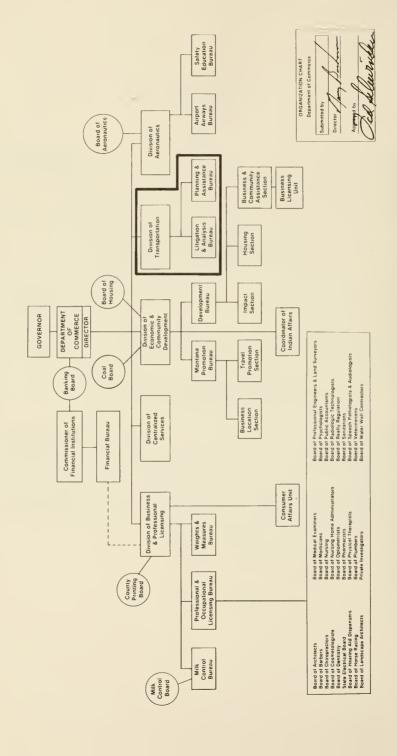
Pat Saindon Supervisor

Tom Lythgoe Planner Dick Howell

Director-Policy & Research

John Craig Supervisor

George Poston Planner



IV.

DIVISION OF AERONAUTICS

The Division of Aeronautics is responsible for airport development, airport operations, administration, planning, search and rescue activities, aerospace education and numerous other activities relating to aeronautics in Montana.

The Aeronautics Board has general supervision over aeronautics within the state and monitors all aspects of the Divisions operations. The board has statutory responsibility for the issuance of Certificates of Public Convenience and Necessity, regulating non-civil Aeronautics Board certified airlines within the state and issuance of Industrial Development Revenue Bonds for airlines whose primary base of operations is in Montana.

Airport/Airways Bureau

The Airport/Airways Bureau has responsibility in the development of Montana's aviation system which includes working with the Federal Government and local communities in the planning, programming, financing and construction of new facilities and the improvement of existing facilities.

Safety and Education Bureau

The Safety and Education Bureau's duties include registration of pilots and aircraft, inspection of flight schools which are certified by the Veteran's Administration, search and rescue operations, enforcement of the aircraft liability insurance requirement, mechanics and flight instructors refresher courses, pilots seminars, aviation and aerospace education and a film library maintained in the Aeronautics Division offices.

AERONAUTICS DIVISION 449-2506

Michael D. Ferguson Administrator

Diane L. DeRosier Administrative Assistant Brenda Spivey Secretary

Ruth L. Anderson Clerk

Airport/Airways Bureau 449-2506

David C. Kneedler Bureau Chief

Gerald C. Burrows Aviation Representative

Vernon Moody Aviation Representative

Ronald Dent Airport Manager

Glen Sutheimer Airport Services Technician Donald M. Albertson Custodial Worker

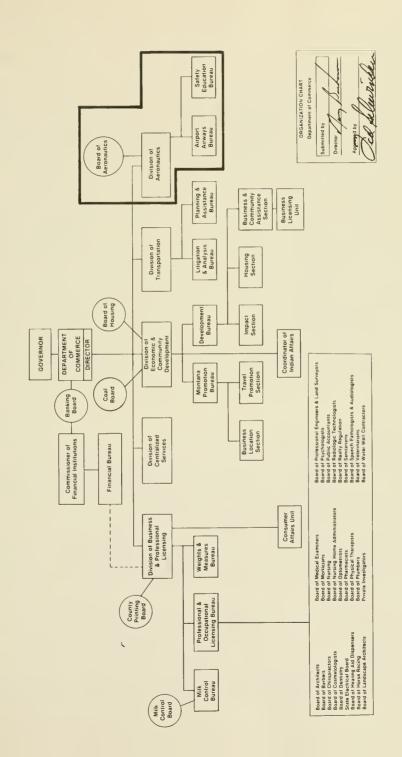
Jeffrey L. Heaney Security Guard

Barry Morstad Security Guard

Joseph Roos Fire Fighter Supervisor

Safety & Education Bureau 449-2506

Jack Wilson Bureau Chief Vacant Education Supervisor



DIVISION OF BUSINESS AND PROFESSIONAL LICENSING

The Division of Business and Professional Licensing is responsible for the regulation and licensing of the various business entities subject to its jurisdiction. Areas of responsibility include banks and other state-chartered or licensed institutions, the milk industry, all weighing and measuring devices in Montana, administration of the consumer protection laws and the Unfair Practices Act and the establishment of minimum criteria for and licensing of proprietary post-secondary schools. The Division is also responsible for providing administrative and clerical services to the twenty-six Professional Licensing Boards as well as establishing rules and regulations, adopting maximum prices and setting standards relative to county printing and legal advertising.

Milk Control Bureau

The purpose of the Milk Control Law is to encourage the intelligent production and orderly marketing of milk and cream products by regulating the production, transportation, processing, storage, distribution and sale of milk in the State of Montana, guaranteeing an adequate supply of healthful milk to the consuming public at the least possible cost.

The Board of Milk Control is mandated by Law to promulgate rules to set minimum producer, wholesale, jobber and retail prices for class I milk and minimum producer prices for Class II and III milk. The Board also has authority to establish areawide or statewide pools, base plans and to regulate farm-to-plant and inter-area hauling rates.

In addition to the responsibility of enforcing Board Rules, the Milk Control Bureau holds Administrative hearings, hearings to promulgate rules regarding audit procedures and fair trade practices. The Milk Control Bureau enforces Board rules by conducting audits to determine minimum producer payments.

The Milk Control Bureau licenses producers, distributors, producer-distributors and jobbers, investigates fair trade and resale price violations and conducts cost studies on milk processing plants and farm-to-plant hauling operations.

Professional and Occupational Licensing Bureau

The purpose of the Professional and Occupational Licensing Bureau is to provide the administrative and clerical services required by the twenty-six Professional Licensing Boards. Services provided by the Bureau include correspondence, application processing, issuing licenses, renewing licenses, monitoring continuing education, investigating complaints, administering and grading examinations, taking minutes of board meetings and maintaining board records. Services are provided by the Bureau to the following twenty-six Boards:

Board of Architects
Board of Barbers
Board of Chiropractors
Board of Cosmetologists
Board of Dentistry
State Electrical Board
Board of Hearing Aid Dispensers
Board of Horse Racing
Board of Landscape Architects
Board of Medical Examiners
Board of Morticians
Board of Nursing
Board of Optometrists
Board of Pharmacists

Board of Physical Therapists
Board of Plumbers
Private Investigators
Board of Prof. Engineers &
Land Surveyors
Board of Psychologists
Board of Public Accountants
Board of Radiologic Technologists
Board of Realty Regulation
Board of Sanitarians
Board of Speech Pathologists &
Audiologists
Board of Veterinarians
Board of Veterinarians
Board of Water Well Contractors

Weights and Measures Bureau

The Weights and Measures Bureau is responsible for the licensing, inspection and testing of all weighing devices used commercially in the State of Montana. This encompasses a wide variety of devices ranging from precious metal balances to railroad track scales, as well as those found in supermarkets, grain elevators, auction markets and rural farm scales.

The Bureau is also responsible for the licensing, inspection and testing of all petroleum measuring devices used commercially in the State of Montana. This involves all retail pumps at service stations, bulk meters at wholesale outlets, pipline terminals and refineries. Responsibilities also include the quality control of petroleum products.

Additional duties of the Bureau include validating the quantity of prepackaged commodities such as bread, meat and milk etc.

Commissioner of Financial Institutions Financial Bureau

The principal objective of this function is to safeguard the public's deposits and investments in state-chartered financial institutions through strict supervision aimed at preventing loss to citizens from insolvency, embezzlement or mismanagement. Responsibilities include the supervision and examination of state banks, savings and loan associations, credit unions and consumer loan licensees. With the approval of charters by the State Banking Board, this office supervises the opening of new banks. It licenses sales finance companies and issues charters for new savings and loan associations and credit unions. It is responsible for auditing financial institutions on a routine basis. Under certain circumstances it examines and controls the activities of condominium developers. It also gathers reports and maintains records of pre-arranged funeral plans.

Consumer Affairs Unit

The Consumer Affairs Unit is responsible for protecting the citizens of Montana from unfair, illegal or deceptive business practices. The unit is responsible for enforcing the Unfair Practices Act, insuring fair competition in state businesses, protecting the Montana consumer from unfair or deceptive acts or practices in the conduct of any trade or commerce and regulating certain educational institutions offering post-secondary education to the citizens of Montana.

DIVISION OF BUSINESS AND PROFESSIONAL LICENSING 449-3163

Isabelle Pistelak Administrator

Robert J. Wood General Counsel Judy Sangray Legal Secretary

Milk Control Bureau 449-3163

William E. Ross Bureau Chief

Terry Baeth Auditor

Roy Hemry Auditor

Gary Morin Auditor Fern Lang

Administrative Secretary

Robin Steffan Statistician

Art McLaren Auditor

Amy Robertson Auditor

Professional and Occupational Licensing Bureau 449-3737

Ed Carney Bureau Chief

Carol Berger Administrative Assistant

Lisa Casman Administrative Assistant

Diana Cutler Administrative Assistant

Dan Diemert Lawyer

Mary Lou Garrett Administrative Officer Warren Amole, Jr. Pharmacy Inspector

Roy Bulger Compliance Officer

Mavis Curry Cosmetology Inspector

Mike Devich Administrative Officer

Juanita Fontana Secretary

Joan Haubein Administrative Assistant

<u>Division of Business and Professional Licensing cont.</u> 449-3737

Chuck Hauge Compliance Officer

Nellie James Secretary

Marlene Kelbar Secretary

Brian LaMoure Auditor

Chuck McDonald Supervisor

Phyllis McDonald Exec. Sec. Board of Nursing

Karla Peterson Secretary

Kathy Torres Secretary

Kathryn Tucker Administrative Assistant Dixie Heisey Administrative Assistant

Lisa Johnson Administrative Assistant

Pat King Administrative Assistant

Dr. John Layne Exec. Sec. Medical Examiners

Bernice Luck Administrative Assistant

Dorothy Mennie Cosmetology Inspector

Elois Meyers Clerk Typist

Brenda St. Clair Administrative Assistant

Weights and Measures Bureau 449-3163

Gary Delano Bureau Chief

Bill Lantry Assistant Bureau Chief

Wallace Hall Inspector

Martin Nelson Inspector

Al Page Inspector

Jerry Thompson Inspector Maxine Frickle

Administrative Secretary

Jim Burns Inspector

Edgar Kelsh Inspector

Dan Nisbet Inspector

Jerry Schubert Inspector

Ray Waylett Inspector

Financial Bureau 449-3163

Les Alke
Commissioner of Financial Institutions

Deanna Albert State Bank Examiner

Alice Berg Administrative Secretary Steve Caruso Bank Examiner

John Cheetham Bank Examiner John Curry Bank Examiner

Jim Darfler Bank Examiner Beverly Doheny Bank Examiner

Gail Egan Bank Examiner Bob Fitzsimmons Bank Examiner

Tim Jones Bank Examiner Dick Morgan Bank Examiner

Carol O'Loughlin Bank Examiner

Chris Olson Bank Examiner

Bob O'Reilly Bank Examiner

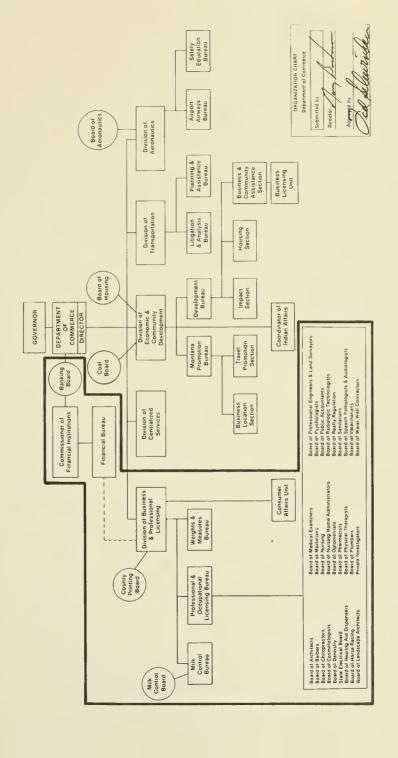
Darryl Redman Bank Examiner

George Schlosser Bank Examiner

Consumer Affairs Unit 449-3163

Brint Markle Attorney/Unit Manager Deanne Moore Complaint Analyst

Jake Wines Administrative Officer



VI.

DIVISION OF CENTRALIZED SERVICES

The Centralized Services Division provides support to the Department in the area of finance, personnel, general management assistance, coordination of systems maintenance, development of general departmental procedures and general services to the department such as purchasing and mail. This Division has no rule-making or rule-adjudication functions under the Administrative Procedures Act.

DIVISION OF CENTRALIZED SERVICES 449-3707

Brian McCullough Administrator

Melanie Strandberg Accountant Supervisor

Laurie McCarthy Personnel Officer

Linnie Cough Secretary

Puito Lui Accounting Clerk

David Broussard Accounting Clerk George Warn Accounting & Fiscal Mgr.

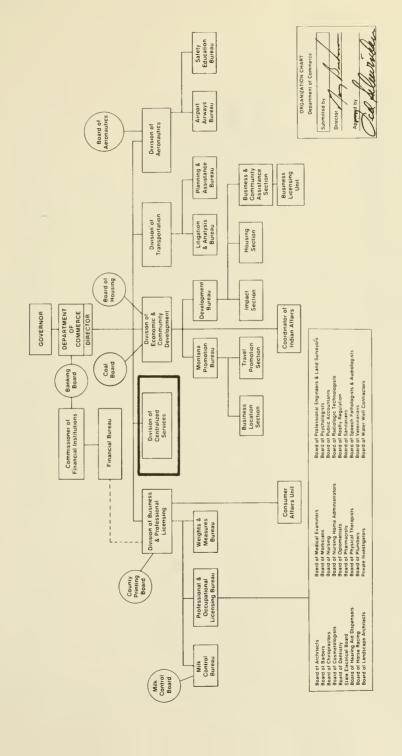
Andy Poole Management Analyst

Kathy Burton Accountant

Joan Spivey Accounting Technican

Margie Pickens Cashier

Joe Madero Mail Clerk



DEPARTMENT OF COMMERCE

Albert, Deanna Albertson, Don Albright, Lynne Alke, Leslie Amole, Warren Anderson, Ruth Archibald, Mike	Financial Bureau Aeronautics Division Travel Promotion Financial Bureau Board of Pharmacists Aeronautics Division Travel Promotion	3163 2506 2654 3163 3737 2506 2654
Baeth, Terrance Bautista, Jack Berg, Alice Berger, Carol Brault, Raymond Broussard, David Buchanan, Gary Bulger, Roy Burns, James Burrows, Jerry Burton, Kathy	Milk Control Bureau Housing Bureau Financial Bureau Board of Realty Regulation Litigation & Analysis Centralized Services Division Director's Office Board of Realty Regulation Weights & Measures Bureau Aeronautics Division Centralized Services Division	3163 2804 3163 2961 3423 3707 3494 2961 3163 2506 3707
Campbell, Murdo Carney, Ed Caruso, Steven Casman, Al Lisa Cheetham, John Cole, Dave Cough, Linne Craig, John Curry, John Curry, Mavis Cutler, Diana	Coal Board Business & Professional Lic. Bur. Financial Bureau Boards of Arch., Dent., Phys. Ther. & Rad Tech. Financial Bureau Business & Community Assist. Sec. Centralized Services Division Planning & Assistance Bureau Financial Bureau Board of Cosmetology Boards of Plumbers, Morticians, Sanitarians & Water Well	2400 3737 3163 3737 3163 3757 3707 3423 3163 3737 3737
Darfler, James Darlinton, Ev Davis, Bobbi Balaz Debar, Joe Delano, Gary Dent, Ron DeRosier, Diane DeVich, Michael Diemert, Dan Doheny, Beverly	Financial Bureau Montana Promotion Bureau Development Bureau Travel Promotion Weights & Measures Bureau Aeronautics Division Aeronautics Division Board of Realty Regulation Business & Professional Lic. Bur. Financial Bureau	3163 3757 3757 2763 3163 2506 2506 2961 3737 3163
Egan, Gail Elliott, Karen	Financial Bureau Economic & Comm. Dev. Division	3163 3757

Faulkner, Gary Ferguson, Carol Ferguson, Mike Fitzsimmons, Robert Flaherty, Patrick Fontana, Juanita Forrey, Linda Frickel, Maxine Froehlich, Sheline, Barb Fogarty, Bill	Business & Comm. Assist. Section Impact Section Aeronautics Division Financial Bureau Litigation & Analysis Bureau Boards of Med.Exam & Horse Race Board of Housing Weights & Measures Bureau Coal Board Transportation Division	3923 3757 2506 3163 3423 3737 3040 3163 2400 3423
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Haubein, Joan Hauge, Charles Hail, Wallace Heaney, Jeffrey Heisey, Dixie Hemry, Roy Howard, Linda Howell, Richard Huffman, Janice	Boards of Nursing & Psychologists Board of Barbers & Electrical Bd. Weights & Measures Bureau Aeronautics Division Boards of Med. Exam & Horse Race Milk Control Bureau Travel Promotion Section Planning & Assist. Bureau Director's Office	3737 3737 3163 2506 3737 3163 2654 3423 3494
James, Nellie Jandt, Wes Jensen, Kathy Johnson, Lisa Jones, Karen Jones, Timothy	Board of Realty Regulation Board of Horse Racing Econ. & Comm. Dev. Division Board of Barbers & Elect. Bd. Transportation Division Financial Bureau	2961 3737 3757 3737 3423 3163
Kelbar, Marlene Kelsh, Edgar Kidd, Grace King, Patricia Kneedler, Dave Kraft, Dave	Boards of Prof. Eng. & Land Surveyors & Land Archit. Weights & Measures Bureau Travel Promotion Section Boards of Public Accountants & Speech Pathologists Aeronautics Division Board of Housing	3737 3163 2654 3737 2506 3040
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Lui, Puito Lythgoe, Tomas	Centralized Services Division Planning & Assistance Bureau	3707 3423
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Ross, William	Milk Control Bureau	3163
Routzahn, Juanita	Board of Housing	3040

Sainton, Pat St. Clair, Brenda	Planning & Assist. Bureau Boards of Vets, Pharmacists & Optometrists	3423 3737
Sangray, Judy Schlosser, George Schubert, Jerry Schweyen, William Spivey, Brenda Spivey, Joan Steffan, Robin Strandberg, Melanie Sutheimer, Glen	Business & Professional Lic. Div. Financial Bureau Weights & Measures Bureau Business & Comm. Assist. Section Aeronautics Division Centralized Services Division Milk Control Bureau Centralized Services Division Aeronautics Division	3163 3163 3163 3757 2506 3707 3163 3707 2506
Tavegia, Jerry Thompson, Jerry Thompson, Terry Tirrell, Norma Torres, Kathy Tresch, Peggy Tucker, Kathryn	Housing Section Weights & Measures Bureau Indian Affairs Travel Promotion Section Board of Cosmetologists Housing Section Boards of Cosmetologists & Nursing Home Administrators	2804 3163 3702 2654 3737 2804 3737
Uribe, Jorge	Housing Section	2804
Warn, George Waylett, H. Ray Weddle, Richard Wertz, Dennis Whiteside, Terry Wilson, Jack Wilson, John Wines, Jerry Wood, Bob Wunderwald, Garry	Centralized Services Division Weights & Measures Bureau Economic & Comm. Dev. Division Board of Horse Racing Litigation & Analysis Bureau Aeronautics Division Travel Promotion Section Consumer Affairs Unit Business & Prof. Lic. Division Travel Promotion Section	3707 3163 3757 3737 3423 2506 2654 3163 3163 2654









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